

## Setting up MFA for Moneypenny

**Step 1** Download Duo Security's Duo Mobile app from the App Store or Google Play Store to your mobile phone.

**NOTE:** Setting up a new mobile phone? Unpair the Duo Mobile app on your previous mobile phone before continuing.



**Step 2** EP will send you an invitation email via Duo Security. Contact your EP Support team if you do not have your invitation email.

**Australia and New Zealand:**

[ep-support@ep.com](mailto:ep-support@ep.com)

**United Kingdom:**

[ps-support@ep.com](mailto:ps-support@ep.com) or **01784 618181**

**Step 3** To set up multi-factor authentication (MFA), open your invitation email on your computer. Click the link in the email to go to the Welcome screen.

Step 4 Click **Get started**.



Figure 1: Welcome to Duo Security screen

Step 5 On the add a device screen, select Duo Mobile.

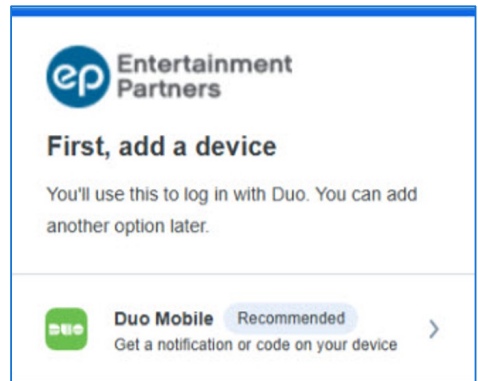


Figure 2: Add a device screen, Duo Mobile option

**Step 6** Next, select your country code and enter your mobile phone number. Click **Continue** when ready.

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### Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code Phone number

+1

Example: "201-555-5555"

Continue

[I have a tablet](#)

[Need help?](#) Secured by Duo

Figure 3: Enter your phone number

**Step 7** Confirm if your mobile phone number is correct. Click **Yes, it's correct** to continue, or **No, I need to change** it to edit.

**Note:** If the mobile phone number you entered was already used for Duo Security authentication, you may need to confirm ownership of the device. Follow the onscreen prompts.

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### Is this correct?

Yes, it's correct

[No, I need to change it](#)

[Need help?](#) Secured by Duo

Figure 4: Confirm mobile phone number

- Step 8** You then have a second opportunity to download the Duo Mobile app to your mobile phone. When ready, click **Next**.

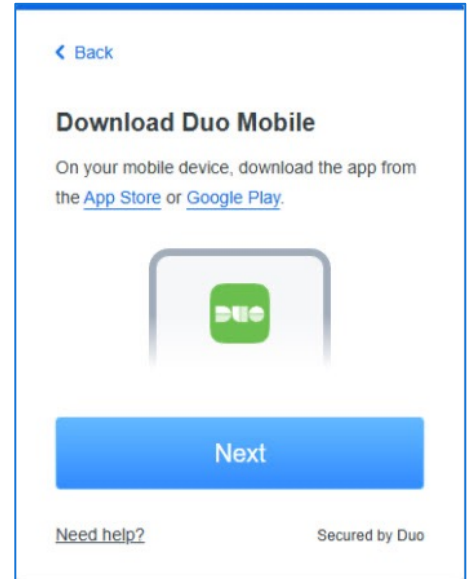


Figure 5: Download Duo Mobile screen

- Step 9** Then, click **Setup Account**. A QR code will display on your computer screen.

- Step 10** Open the Duo Mobile app. **Select Use QR code** to open the app's scanner.

- Step 11** Scan the QR code with the Duo Mobile app. Name your account when prompted. Save your changes. Take the brief in-app training. Select to **Allow** notifications when the option is presented.

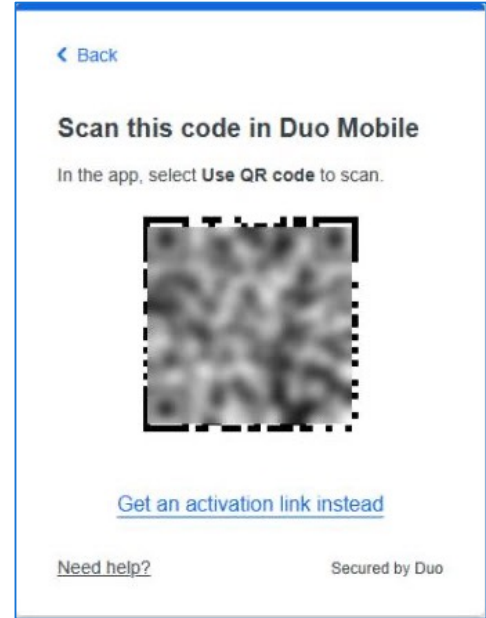


Figure 6: Scan this code in Duo Mobile screen

- Step 12** The Added Duo Mobile screen will be displayed on your computer. Click **Continue**.

- Step 13** The Setup completed! screen means success.

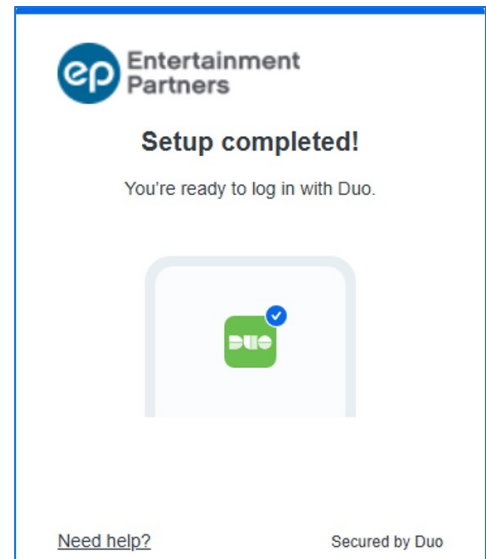


Figure 7: Setup completed! screen

## Setting up MFA for Moneypenny (Continued)

**Step 14** Sign in to the Moneypenny server via Remote Desktop Connection (RDP) as you usually would.

**Step 15** The Duo Security system will automatically send a push notification to your mobile phone. Click **Approve**.

**Step 16** The Approved screen on your Duo Mobile app means success. You can now access Moneypenny using Duo Mobile.

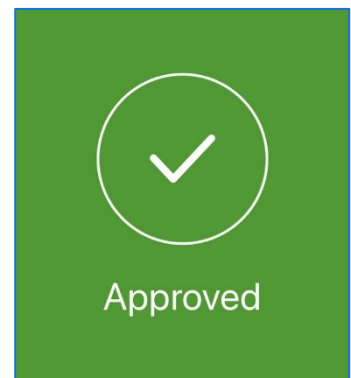


Figure 8: Duo Mobile app Approved screen